Memorandum

MIAMI-DADE COUNTY

Date: December 15, 2004

To: Department Directors

From: Jennifer Glazer-Moon, Director
              Office of Strategic Business Management

Subject: FY 2005-06 Proposed Capital Multi-Year Resource Allocation Plan

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It is time again for your department to prepare its capital budget submission for inclusion in the FY 2005-06 Proposed Capital Multi-Year Resource Allocation Plan (Capital Budget). The Capital Budget will be the County's capital policy and spending plan for FY 2005-06 and will serve as the multi-year planning document for capital program financing, planning, and development. It will provide the public with information through the capital sections of the Proposed Budget and budget ordinances to be considered by the Board of County Commissioners (BCC) at the budget hearings in September 2005. As with prior year submissions, your department's Capital Budget should be consistent with any current strategic capital improvement plans and should be developed hand-in-hand with the Transportation Improvement Plan (TIP), if applicable. In fact, the TIP will be incorporated into the Capital Budget. The Capital Improvement Element of the Comprehensive Development Master Plan will be updated with information from the FY 2005-06 Capital Budget. Your capital budget submission should also be consistent with your department's business plans and strategies for performance and service delivery.

As in prior years, we are attempting to decompress the budget preparation workload by scheduling the development of the Capital Budget ahead of the operating budget. It makes for an earlier start of the process and allows for more orderly and thoughtful budget analysis and development. **Accordingly, your capital budget submission is to be completed by Tuesday, January 18, 2004.** It is essential to the process that each department adheres to the schedule for submitting their budget. If there is a problem, you should call me directly.

It remains critical that the budget information accurately reflects estimates for current year expenses and milestones (e.g., start dates or completion dates) and accurately projects information for next year's budget and for longer-range capital plans. Accuracy is especially important as it relates to projects funded by Capital Outlay Reserve (COR), gas tax, and Quality Neighborhoods Improvement Program (QNIP) funds, as these funds are available for appropriation to different departments and should not be tied up in projects that are delayed.

Staff from several departments continue to refine the schedule of the *Building Better Communities (BBC) General Obligation Bond Program*. If you anticipate that your department may have projects in the first few years of the bond program, please include them in your capital budget submission. **Because the BBC is a 15-year program, we suggest that you include no more than 1/15th of your total BBC allocation in each year of your capital budget submission. As the plans for early years of this program are developed, staff from the County Manager's Office and OSBM will work with you prior to publication of the FY 2005-06 Resource Allocation Plan.** Since the list of Unfunded Capital Projects was the basis for the BBC project list, you should remove any projects that are now included in the BBC from this unfunded list.

The budgets for capital projects should include funding to cover charges to the Capital Working Fund. We continue to work to refine the charge back method for the services provided by the Department of Business Development and CICC. We will keep you informed as we progress in our development. Please use FY 2003-04 charges as a guide. However, as actual expenditures fluctuate from year to

year, this charge may be adjusted as the FY 2005-06 budget is developed. Please prepare your projects accordingly. If this policy changes, we will work with your department to revise your department's Capital Budget.

The Capital Development Program (CDP) will continue to be used to input all capital project information (both funded and unfunded) and is available on the County's intranet. It allows you to navigate freely and easily through the various menu options and minimize data entry requirements. Departments can access their capital budget information from any networked County computer or a computer connected to the County's remote access services (RAS). The CDP is now ready for use (accessed via http://intra.co.miami-dade.fl.us/cdpweb).

All departments must use the CDP to prepare their capital budget submissions, especially those departments requesting funding from COR. Instructions for using the CDP are included online and are attached to this memo. Departments experiencing problems accessing the application or other technical problems should contact Danny Alfonso at (305) 375-5143. All other questions regarding your capital budget should be directed to your budget analyst.

The CDP will continue to capture all pertinent information including specific worksite locations associated with projects. While it is understandable that some of these worksite locations will be classified as "to be determined", as in the current year, the CDPWEB will continue to require actual worksites before contracts or work orders are approved by the Office of Strategic Business Management (OSBM) and the Office of Capital Improvements Construction Coordination (CICC).

Please make your administrative staff aware of the CDP training that will be offered on Monday, December 20, 2004 at 1:30pm in room 18-3 of the Stephen P. Clark Center. The training is unnecessary if your staff has used the CDP in previous years. The few changes to the system from last year are not substantial.

Paper copies of work done on the CDP need not be submitted to OSBM. Confirmation, preferably by e-mail, should be sent to your budget analyst and the Capital Budget Coordinator (Chris Rose), when your capital budget submission is completed and ready for review by OSBM.

Departments must include information regarding additional operating costs and start-up costs (including information technology-related components) for each funded and unfunded project. The list of projects that include technology-related components will be provided to Judi Zito, Chief Information Officer, for review.

Departments are encouraged to submit requests for funding from the COR even though COR funds are limited. I urge you not to make a COR request if other funding sources are available. **If you feel a project warrants COR funding, and the project will be initiated during FY 2005-06, it should be included in the funded portion of your capital budget submission.** We will review each request, and, to the extent funding is available, priority projects will be included in the FY 2005-06 Capital Budget. If the project is not funded, it will be moved to the unfunded portion of your submission. As you prepare your COR requests, be as specific as possible in defining your projects and try to relate the project to your department's strategies for delivering services. Describe how the project, if funded, will enhance performance and the furtherance of strategic departmental goals.

Those departments that have projects that are currently funded through the COR should include a status report on each project with its submission in the "Justification/Comments" section of that project. The status report should include a timeline indicating important dates and milestones, the status of the project, and the steps being taken to ensure the project is completed on schedule, or the reasons why a project was not completed as initially planned. For all COR requests, departments are required to

provide additional information including justification for funding (critical need, health or safety, service improvement, etc.), basis of estimates (prepared by the Enterprise Technology Services Department, the General Services Administration, or a prospective vendor), period of time any unfunded need has existed, ramifications of not funding the COR request, and any other supportive information that will assist OSBM in reviewing your request. Space is provided in the CDP to capture this information in the "Justification/Comments" section of each project.

As you prepare your capital budget submission, please be aware of the following issues:
- Expenditures in the current year capital budget should not be overestimated. Anticipated expenditure levels should be projected realistically. Many departments have traditionally been optimistic regarding expenditures. Please be realistic with each project. Revenues should match the years that the funds were/will be appropriated; expenditures should match the years that the funds were/will be expended.
- Anticipated project cash carryover should be realistic and based on a review of actual prior year expenditure and carryover levels. Such a review should help reveal any unrealistic forecasting. Please be prepared to substantiate your estimates of cash carryover into FY 2005-06 as well as anticipated FY 2004-05 and FY 2005-06 project expenditure levels.
- The time value of money should be addressed in a consistent fashion and the method for doing so is included in the instructions.
- Complete information should be provided for all capital projects including, but not limited to, designating the County Commission District(s) and Community Council District(s) in which projects are located, project completion dates, the strategic area, and reasonable estimates of operating impacts of planned capital projects.

For the FY 2005-06 budget process, we are discontinuing the "Capital Budget Overview Chart". If your department's capital submission is accurate and comprehensive, all pertinent information will be in the online CDP.

Each department should be prepared to discuss its capital budget submission during your Resource Allocation Meeting. Certain reports (F-1, F-2, F-3, F-4, F-5, UF-1, UF-2, and UF-3) will be used for discussion. Discussion will be held regarding the status of current projects funded from the COR and Community Development Block Grant projects.

My staff and I appreciate your assistance in developing a thorough and well-reasoned capital program and resource allocation plan. I welcome your comments and suggestions on our process and the web based application. We look forward to working with you and your respective staffs.

cc: Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
        Honorable Harvey Ruvin, Clerk of Courts
        Honorable Katherine Fernandez-Rundle, State Attorney
        Honorable Bennett H. Brummer, Public Defender
        George M. Burgess, County Manager
        Robert A. Ginsburg, County Attorney
        Marvin O'Quinn, President, Public Health Trust
        Assistant County Managers
        Departmental Capital Budget Liaisons
        Budget Analyst Staff

INSTRUCTIONS FOR PREPARING THE

FY 2005-06 CAPITAL MULTI-YEAR RESOURCE ALLOCATION PLAN

December 2004

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SECTION I. - INTRODUCTION

The FY 2005-06 Proposed Capital Multi-Year Resource Allocation Plan (the Capital Budget) is a component of the Proposed Resource Allocation Plan, which, will be released between June 1 and July 15, 2005. In order to allow sufficient time for review (and not to interfere with operating budget submissions), department capital budget submissions are due to the Office of Strategic Business Management (OSBM) no later than Tuesday, January 18, 2008. All County departments responsible for (or sponsoring) capital projects that will occur between October 1, 2005 and September 30, 2011 must submit a capital budget as detailed in this manual.

Departments are not required to submit paper copies of their capital budget submissions to OSBM. Instead, indicate that your capital budget is complete by sending an email stating such to your budget analyst and the Capital Budget Coordinator (Chris Rose). This email will mean that your submission is complete and ready for review by OSBM. After you have submitted your capital budget, you should work with your budget analyst and make sure he or she is aware of any changes made after submission.

The Capital Development Program (CDP) is a web-based application and available on the County's intranet. It allows you to navigate freely and easily through the various menu options. Using the menu-driven CDP, you can enter and edit project information and produce the required reports. You can scroll through the options and make your selections online. Each user will create his or her password when accessing the CDP for the first time. Users will only have access to their department's information. Project numbers are assigned automatically; therefore, manual assignment is not required.

All departments must use the CDP to prepare their FY 2005-06 capital budget submissions.

The capital database will begin with those projects reflected in the approved FY 2004-05 Capital Budget and Multi-year Capital Plan. Review each project and update accordingly. Any projects that were new in FY 2004-05 will now be marked continuing and those that were deleted will be removed from the system entirely.

Those projects that will not appear in the FY 2005-06 Proposed Capital Multi-Year Resource Allocation Plan should be properly noted as completed or marked for deletion. A project should be marked as completed only if it is complete or expected to be complete by September 30, 2005. All other projects should be noted as deleted with a note indicating the reason for deletion.

Estimated recurring costs and start-up costs information is required for completed projects as well as those projects (funded and unfunded) that will be

included in your capital budget submission.   You must also indicate that portion of recurring and start-up costs that is information technology-related; this information will be provided to Judy Zito, Chief Information Officer.

It is imperative that capital project information be complete, accurate, and realistic. This information includes, but is not limited to, designating the County Commission District(s) and Community Council District(s) in which projects are located, thoughtful estimates of operating impacts of planned capital projects (funded and unfunded), and estimated project completion dates.

Include as much information as you can on each project in the "Justification/Comments" section. Any reasons for delay, particular interest by a Commissioner, improvements to operations, performance impacts, milestones accomplished, or other such tangential information should be included here. More information is better than less information.

As you prepare Capital Outlay Reserve (COR) requests, consider performance-based budgeting and try to relate the project to your business plan and department performance measures. You should be able to describe how the project, if funded, will enhance performance or the furtherance of strategic goals. Those departments that have projects funded through the COR are required to include a brief status report on each project with their submissions in the "Justification/Comments" section. This includes a timeline indicating important dates and milestones (land/building acquired, planning/design complete, construction started, project delayed due to funding shortfall, equipment purchased), the stage of the project, (if applicable), and steps being taken to ensure project completion.

Capital projects funded through the Community Development Block Grant (CDBG) program appear in the Office of Community and Economic Development's (OCED) capital budget as well as the department allocated the funding. Departments should work with OCED and your budget analyst to ensure that all discrepancies are resolved.

The Capital Budget will be the County's capital policy and spending plan for FY 2005-06, and will serve as the multi-year planning document for capital program financing, planning, and development. It will provide the public with information through the capital sections of the Proposed Budget and budget ordinances to be considered by the Board of County Commissioners (BCC) at the budget hearings in September, 2005. As with prior year submissions, your department's Capital Budget should be consistent with any current strategic capital improvement plans and should be developed hand-in-hand with the Transportation Improvement Plan (TIP), if applicable. In fact, the TIP will be incorporated into the Capital Budget. The Capital Improvement Element of the Comprehensive Development Master Plan will be updated with information from the FY 2005-06 Capital

Budget. Your capital budget submission should also be consistent with your department's business plans and strategies for performance and service delivery.

Historically, departments have underestimated carryover into the first year of their Capital Budgets. By definition, prior years revenue minus prior years expenditure equals carryover. Before submitting your capital budget, calculate this value. A review of actual prior year-by-year carryover should reveal any unrealistic forecasting. Be prepared to substantiate your estimates of cash carryover into FY 2005-06 as well as anticipated FY 2004-05 and FY 2005-06 project expenditure levels.

As we have done in previous years, we are attempting to address in a consistent fashion the time value of money. Please use the following guidelines when budgeting revenues and expenditures are subject to inflation. For new expenditure commitments, (e.g., construction, contract bid awards), assume three percent inflation from the current year (FY 2004-05) to the next (FY 2005-06). Express new commitments subsequent to FY 2005-06 in FY 2005-06 constant dollars. Remember, total project cost must include estimates for the following: Art in Public Places, the Inspector General fee, and General Services Administration (GSA) project management fees.

SECTION II. – CHANGES TO THE CDP FROM THE PREVIOUS YEAR

Very few changes have been made to the system from the previous year. All are intended to either make the system easier to use or to make certain information easier to extract from the system.

1. Prioritization of the unfunded projects has been made easier. Click on the "Resort Priorities" link on each unfunded project's first page. This will take you to a screen that allows for quicker resorting of priorities (instructions below).
2. The reports have been sorted in a more logical order (essentially order of use) and have been numbered.
3. A check box has been added to indicate that a project is included in the Transportation Improvement Plan (TIP). This will allow departments and OSBM to extract these projects from the entire list.
4. A check box has been added to indicate that a project is included in the *Building Better Communities General Obligation Bond Program*. This will allow departments and OSBM to extract these projects from the entire list.
5. The estimated cost of each unfunded project has been added to the Unfunded Projects Priority Verification Report to allow for easier viewing of totals.
6. Select changes to the location codes to provide for more consistency.

SECTION III. – GETTING STARTED

The link to access the CDP has been emailed to all capital budget liaisons. You will be able to access the CDP if you have provided OSBM with a user name.

If you have a technical question or problem, contact Danny Alfonso at (305) 375-5143.   All other inquiries should be directed to your budget analyst.

In order to view the entire page without having to scroll across, up or down, you may need to adjust your monitor settings. Do the following to adjust the settings:

- Right click on any empty space on your desktop and select "Properties" from the submenu.
- On the "Display Properties" screen, click the "Settings" tab (far right at the top).
- Adjust the "Screen Resolution" to 1024 by 768 pixels.
- Click OK. The screen may flicker for a moment.
- Reverse this procedure to adjust your monitor settings to their original state.

SECTION IV. - DEFINITIONS

Capital Project: A project which results in the acquisition or addition of permanent fixed assets such as land, buildings, public infrastructure, building improvements, and equipment.

Funded Project: A capital project for which funding has been identified and for which some activity is expected between October 1, 2005 and September 30, 2011. Proprietary departments that periodically issue revenue bonds and have revenue streams sufficient to cover future debt obligations should assume future revenue bond projects are funded. Departments that can realistically anticipate continued grant funding should do so and program future year grant revenues for funded projects.

Capital Outlay Reserve (COR) Request: A request for funding from the COR for a capital project. The COR is an annual set-aside from the General Fund operating budget used to fund needed, relatively small, capital improvement projects. Funding requests should be for FY2005-06 only and should be included as a funded project. Approved COR funding requests will be included in the Capital Budget as funded projects. Certain disapproved requests may be included in the Capital Budget as unfunded projects.

Unfunded Project: A capital project for which no funding has been identified.

New Project: A capital project that is not in the current year (FY 2004-05) Capital Budget.

SECTION V. – FUNDED PROJECTS

The **Funded Project/COR Request** screen, allows you to add a new project, or update or delete an existing project. The fields included in this screen are as follows:

1. ***Project*** – The project name must be all CAPITAL LETTERS. The project number, which appears before the project name, is automatically assigned by the system.

2. ***Chg Proj Name*** – Check this box if you want to change the name of the project. You will be prompted to enter a new name.

3. ***Description*** – Describe the size, scope, and use of the project. It must begin with a verb, i.e., Construct, Design, Add, Waterproof, Replace, Modify, Expand, Provide, etc. You may extend the description with phrases separated by semicolons, beginning with verbs. Describe all years' activities, not just FY 2005-06. This field is limited to 255 characters.

4. ***Location*** - Physical location of the project: use these abbreviations, as applicable: NW, SW, Ave, St, Blvd, Ln, Ct, US1, etc. If a specific street address is not available, provide as specific a location as possible, (e.g., a boundary – North, South, East and West; the beaches from 41 St to 79 St; Vicinity of Tamiami Airport, Port of Miami, Miami International Airport, etc.) Do not use periods.

5. ***Project Type*** – Select one of the following project types relative to FY 2005-06:

   a. Equipment Acquisition
   b. Expansion
   c. Improvement
   d. Land/Building Acquisition
   e. New
   f. Other
   g. Renovation
   h. Replacement

6. ***Strategic Area*** – Indicate how the project fits into your department's business plan by selecting one of the following strategic areas.

   a. Policy Formulation
   b. Public Safety
   c. Transportation

d. Recreation and Culture
e. Neighborhood and Unincorporated Area Municipal Services
f. Health and Human Services
g. Economic Development
h. Enabling Strategies – Budget and Finance
i. Enabling Strategies – Government Operations

7. ***Strategic Theme*** – Indicate the strategic theme by selecting one of the following:

a. Ensure Miami-Dade County operates in a fiscally responsible and stable manner
b. Improve the quality of life for all County residents
c. Protect the safety and quality of Miami-Dade County's neighborhoods
d. Continuously improve the performance and capabilities of County operations by maximizing technology, fostering innovation, and increasing access to and information regarding services
e. Promote responsible and comprehensive policy development through effective planning for land use, transportation, and growth management
f. Promote a healthy economy through business development, further economic diversification based on key industries, and by addressing economic disparities in our community
g. Develop and maintain an effective transportation system
h. Promote cooperation and coordination among all government agencies

8. ***Function*** – Use the most accurate and descriptive function available. Project will be grouped by function in the expenditure summary, which appears at the bottom of your department's narrative section. If you need to add a function, contact your budget analyst.

9. ***Est. Start Date*** – Enter the date the project started or is expected to start.

10. ***Est. Completion Date*** – Enter the date the project was completed or is expected to be complete.

11. ***Status*** – Select the stage the project will be in during FY 2005-06.

a. Acquisition
b. Construction
c. Equipment

    d.   Land/Building Acquisition
    e.   Other
    f.   Planning/Design

12.   ***Location Code*** – This is the general location of the project. It may be a municipality in which a project is located (City of Miami), an area (Unincorporated Miami-Dade), or a departmental-defined operational area (Public Housing Region 1). If the project is located in more than one municipality or area, but not the entire County, use "Various Sites". If the project is located in most or all areas of the County, use "Throughout Miami-Dade". If the location of the project hasn't been determined, select "To Be Determined". Use "Not Applicable" as necessary.

13.   ***Commission District*** – Select the district where the project is located. If the project is located in more than one Commission District, but not all Commission Districts, select "Various Districts". If the project is located in all Commission Districts, select "Throughout Miami-Dade". If the location of the project hasn't been determined, select "To Be Determined".

14.   ***Community Council*** – Designate Community Council only if the project is located in Unincorporated Miami-Dade. Otherwise, select "Not Applicable".

15.   ***Active/Future*** – Select "A" if the project will have expenditures in FY 2005-06. Otherwise, select "F".

16.   ***CIE Info*** – This information is required for the Capital Improvement Element (CIE), which is a component of the Comprehensive Development Master Plan. Departments included in the CIE are Aviation, Transit, Public Works, Seaport, Park and Recreation, the Department of Environmental Resources Management (DERM), Water and Sewer, and Solid Waste. Select one of the following:
    a.   Combined/Other
    b.   Existing Deficiency
    c.   Future Growth
    d.   Not-Applicable (for all other departments not mentioned above)

17.   ***Taxing Jurisdiction*** – Select the appropriate funding source for the project.
    a.   Countywide
    b.   Fire Rescue District
    c.   Library District
    d.   Proprietary

e.   Special Assessment

f.   UMSA (Unincorporated Municipal Service Area)

18.   ***Mark Project for Deletion*** – Check this box if the project is being deleted for reason(s) other than being completed. The project will not appear in the Funded Project Report or your capital budget submission if this box is checked.

19.   ***Project Completed*** – Check this box if the project is complete or expected to be complete by September 30, 2004. The project will not appear in the Funded Project Report or your capital budget submission if this box is checked.

20.   ***PTP Project*** – Check this box if the project is part of the People's Transportation Plan.

21.   ***TIP Project*** – Check this box if the project is part of the Transportation Improvement Plan.

22.   ***BBCGOB Project*** – Check this box if the project part of the *Building Better Communities General Obligation Bond Program*.

23.   ***Justification/Comments*** – Use this field to indicate the reason a project is being deleted and for all other comments.

~NEXT SCREEN~

24.   ***2003-04 Actual Expenditures*** – Enter the actual project expenditures incurred from October 1, 2003 through September 30, 2004 as reflected in FAMIS. All dollars are in thousands.

25.   ***2004-05 Actual Expenditures (Oct 2004 – Dec 2004)*** – Enter the actual project expenditures incurred from October 1, 2004 through December 31, 2004, as reflected in FAMIS. All dollars are in thousands.

26.   ***IT Project*** – Check this box if the project is 100 percent information technology-related, i.e., acquisition of computer hardware or software, etc.

27.   ***IT Major Component*** – Check this box if a component of the project is information technology-related. For example, a building is being constructed which includes the installation of a network and related components.

28. ***Number of Additional FTEs*** (full time equivalents) – Enter the number of personnel to be added as a result of the project (convert part-time personnel to FTEs).

29. ***Start-up Costs*** – Enter the estimated dollar amount of one-time (non-recurring) costs, i.e., moving costs, set-up costs, etc. All dollars are in thousands.

30. ***Annual Cost of Additional FTEs*** – Enter the salaries/fringes of the additional FTEs. All dollars are in thousands.

31. ***Other Annual Operating Costs*** – Enter the estimated dollar amount of on-going (recurring) operating costs, excluding personnel related costs. All dollars are in thousands.

32. ***Gross Annual Operating Costs*** – The system will automatically calculate this amount. It is the sum of the "Annual Costs of Additional FTEs" and "Other Annual Operating Costs".

33. The same information is required (Nos. 26 through 30) if the project has a technology component or is 100 percent technology-related. If the project is 100 percent technology-related the information from Nos. 26 through 30 will automatically be filled in for you.

The **Funded Project/COR Request** screen has a number of options (buttons) to choose from. They are:

1. **Next Screen** – Takes you to page 2 of the Funded Project/COR Request screen.

2. **Previous Screen** – Takes you to page 1 of the Funded Project/COR Request screen.

3. **Print** – Prints the page in view.

4. **Save/Update** – Saves any changes you have made and updates the database. **YOU MUST PRESS SAVE/UPDATE WHENEVER YOU MAKE CHANGES TO A RECORD; IF YOU EXIT WITHOUT DOING SO, YOUR CHANGES WILL BE LOST.**

5. **Add Record** – this button appears if you are adding a new record. **YOU MUST PRESS ADD RECORD WHEN ENTERING A RECORD FOR THE FIRST TIME. IF YOU EXIT WITHOUT DOING SO, THE RECORD WILL NOT BE ADDED TO THE DATABASE.**

6. **Add New Funded Project** – To add a new funded project not in the database.

7. **Cancel/Exit** – Cancels any changes you've made (if you have not pressed the Save/Update button) and exits to the Main Page.

8. **Revenues** – To add, modify, or delete revenues.

9. **Expenditures** – To add, modify, or delete expenditures.

10. **Donations** – To add, modify, or delete donations.

11. **Project Totals** – To verify that total revenues and expenditures are equal, always check your Project Totals whenever you add, modify, or delete revenues, or expenditures.

Adding, Modifying or Deleting Revenues, Expenditures and Donations

Revenues, expenditures and donations may have occurred or will occur for a project in prior years and FY 2005-06 through FY 2010-11 and beyond. The revenue, expenditure and donation screens include the project name and number, as well as the project description fields. The other fields are:

1. **Revenue Category, Expenditure Category or Donation Category** – Make the appropriate selection. If a category does not exist (for instance, a new grant), contact your Budget analyst. To select a category, do one of the following:
   a. Type the first letter of the revenue, expenditure or donation category in the selection box;
   b. Press the down arrow in the selection box;
   c. Click anywhere in the selection box;
   d. With the mouse pointed in the selection box, press the down arrow on your keyboard.

2. **Prior** – Include all years actual revenues, expenditures, or donations through FY 2004-05. It is the sum of all actual revenues, expenditures or donations through September 30, 2004 plus actual revenues, expenditures or donations from October 1, 2004 through December 31, 2004 plus projected revenues, expenditures or donations from January 1, 2005 through September 30, 2005.

   Stated another way, it is all years' actual revenues, expenditures or donations through December 31, 2004 plus projected revenues, expenditures or donations from January 1, 2005 through September 30, 2005. All dollars should be entered in thousands.

3. **2005-06 through Future** – For each year enter the appropriate revenue, expenditure, or donation amount. All dollars should be entered in thousands.

4. **Current Year Projection (2004-05)** – Enter the amount of revenue, expenditure, or donation allocated in FY 2004-05 only. This amount is not included in the total project amount because it is already included in the "Prior" field (No. 2 above). All dollars should be entered in thousands.

5. **Total** – This amount is automatically calculated by the system and is the sum of Prior plus FY 2005-06 through FY 2010-11 plus Future.

    Note: Always check your project totals whenever you add, modify, or delete revenues or expenditures.

The Project Revenues, Project Expenditures or Project Donations Screen has a number of options (buttons) to choose from. They are:

1. **Prev** – Takes you to the previous revenue, expenditure, or donation for the project.

2. **Next** – Takes you to the next revenue, expenditure, or donation for the project.

3. **Add New Revenue, Add New Expenditure, Add New Donation** – Allows you to add a new revenue, expenditure, or donation.

4. **Save/Update** – Saves your changes and updates the database. **YOU MUST PRESS SAVE/UPDATE WHENEVER YOU ADD A NEW CATEGORY OR MAKE CHANGES TO AN EXISTING CATEGORY. IF YOU EXIT WITHOUT DOING SO, YOUR CHANGES WILL BE LOST.**

SECTION VI. – UNFUNDED PROJECTS

The **Unfunded Project** screen, allows you to add a new project, or update or delete an existing project. The fields included in this screen are as follows:

1. ***Project*** – The project name must be all CAPITAL LETTERS. The project number, which appears before the project name, is automatically assigned by the system.

2. ***Chg Proj Name*** – Check this box if you want to change the name of the project. You will be prompted to enter a new name.

3. ***Description*** – Describe the size, scope, and use of the project. It must begin with a verb, i.e., Construct, Design, Add, Waterproof, Replace, Modify, Expand, Provide, etc. You may extend the description with phrases separated by semicolons, beginning with verbs. Describe all years' activities, not just FY 2004-05. This field is limited to 255 characters.

4. ***Location*** - Physical location of the project: use these abbreviations, as applicable: NW, SW, Ave, St, Blvd, Ln, Ct, US1, etc. If a specific street address is not available, provide as specific a location as possible, (e.g., a boundary – North, South, East and West; the beaches from 41 St to 79 St; Vicinity of Tamiami Airport, Port of Miami, Miami International Airport, etc.) Do not use periods.

5. ***Project Priority*** – click on "Resort Priorities" to enter a screen in which the priorities of all of your department's unfunded projects can be re-prioritized.

    a. change the number in the box to the right of each project
    b. click "update"
    c. the project will automatically re-prioritize based on the one project changed

6. ***Project Type*** – Select one of the following project types relative to FY 2005-06:

    a. Equipment Acquisition
    b. Expansion
    c. Improvement
    d. Land/Building Acquisition
    e. New
    f. Other
    g. Renovation
    h. Replacement

7. ***Strategic Area*** – Indicate how the project fits into your department's business plan by selecting one of the following strategic areas.
    a. Focusing on Customer Service
    b. Fostering an Improved Quality of Life
    c. Improving Our Transportation System
    d. Promoting a Healthy Economy
    e. Providing Efficient and Effective Government
    f. Providing Safe Quality Neighborhoods

8. ***CIE Info*** – This information is required for the Capital Improvement Element (CIE), which is a component of the Comprehensive Development Master Plan. Departments included in the CIE are Aviation, Transit, Public Works, Seaport, Park and Recreation, DERM, Water and Sewer, and Solid Waste. Select one of the following:
    a. Combined/Other
    b. Existing Deficiency
    c. Future Growth
    d. Not-Applicable (for all other departments not mentioned above)

9. ***Taxing Jurisdiction*** – Select the appropriate funding source for the project.
    a. Countywide
    b. Fire Rescue District
    c. Library District
    d. Proprietary
    e. Special Assessment
    f. UMSA (Unincorporated Municipal Service Area)

10. ***Location Code*** – This is the general location of the project. It may be a municipality in which a project is located (City of Miami), an area (Unincorporated Miami-Dade), or a departmental-defined operational area (Public Housing Region 1). If the project is located in more than one municipality or area, but not the entire County, use "Various Sites". If the project is located in most or all areas of the County, use "Throughout Miami-Dade". If the location of the project hasn't been determined, select "To Be Determined". Use "Not Applicable" as necessary.

11. ***Community Council*** – Designate Community Council only if the project is located in Unincorporated Miami-Dade. Otherwise, select "Not Applicable".

12. ***Commission District*** – Select the district where the project is located. If the project is located in more than one Commission District, but not all Commission Districts, select "Various Districts". If the project is located in all Commission Districts, select "Throughout Miami-Dade". If the location of the project hasn't been determined, select "To Be Determined".

13. ***Building Type*** – Select the appropriate building type or N/A.
    a. Office
    b. Other
    c. Warehouse
    d. N/A

14. ***Project Occupancy Level*** – Enter the expected occupancy level. If you selected Other, Warehouse or N/A for the Building Type, the system will fill this field with a zero.

15. ***Size of Building in Square Feet*** – Enter the estimated square footage of the proposed building. If you selected "Other" or "N/A" for the Building Type, the system will fill this field with a zero.

16. ***Size of Site in Acres*** – Enter the acreage required, if known.

17. ***Mark Project for Deletion*** – Check this box if the project will not appear in your FY 2005-06 capital budget submission.

18. ***Reason for Deletion*** – Use this box to indicate the reason a project is being deleted and for all other comments. If the "Mark Project for Deletion " box is checked, you must enter the reason the project is being deleted from your FY 2005-06 capital budget submission.

19. ***Estimated Project Cost*** – Estimated cost of the proposed project. Adjust for inflation, as appropriate.

20. ***IT Project*** – Check this box if the project is 100 percent information technology-related, i.e., acquisition of computer hardware or software, etc.

21. ***IT Major Component*** – Check this box if a component of the project is information technology-related. For example, a building is being constructed which includes the installation of a network and related components.

22. ***Number of Additional FTEs*** (full time equivalents) – Enter the number of personnel to be added as a result of the project (convert part-time personnel to FTEs).

23. ***Start-up Costs*** – Enter the estimated dollar amount of one-time (non-recurring) costs, i.e., moving costs, set-up costs, etc. All dollars are in thousands.

24. ***Annual Cost of Additional FTEs*** – Enter the salaries/fringes of the additional FTEs. All dollars are in thousands.

25. ***Other Annual Operating Costs*** – Enter the estimated dollar amount of on-going (recurring) operating costs, excluding personnel related costs. All dollars are in thousands.

26. ***Gross Annual Operating Costs*** – The system will automatically calculate this amount. It is the sum of the "Annual Costs of Additional FTEs" and "Other Annual Operating Costs".

27. The same information is required (Nos. 24 through 26) if the project has a technology component or is 100 percent technology-related. If the project is 100 percent technology-related the information from Nos. 26 through 30 will automatically be filled in for you.

SECTION VII. – REPORTS

F-1 Funded Revenue Summary – This is a summary of all revenues by funding source.

F-2 Funded Expenditure Summary by Strategic Area - Function – This is a summary of expenditures by function.

F-3 Funded Project Report - Strategic Area – Prints projects in alphabetical order by function. For each project it includes all revenue sources and expenditure categories and donations. This report is nearly identical to what will be printed in the FY 2005-06 Proposed Resource Allocation and Multi-Year Capital Plan Appendix.

F-4 Funded Current Year vs. Prior Year Submission – Compares expenditures in the FY 2004-05 Capital Budget with the proposed expenditures in your FY 2005-06 capital budget submission.

F-5 Funded Project Status Report(Sorted by Status) – Lists all projects, including deleted projects. It indicates the status for each project.

> **A** - Active - Project is included in the FY 2003-04 Capital Budget and will not be completed by September 30, 2004, i.e., included in your FY 2004-05 capital budget submission.
> **C** - Completed – The project is complete or will be complete by September 30, 2004 and will be excluded from you FY 2004-05 capital budget submission.
> **D** – Deleted – The project will be excluded from your FY 2004-05 capital budget submission for reasons other than being complete.
> **N** – New – A funded project not included in the FY 2003-04 Capital Budget.

F-6 Funded Project Exception Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

F-7 Recurring/Startup Costs Report - Funded Projects – Shows all recurring costs and startup costs associated with each funded project.

F-8 Actual Expenditures Report – This report includes projection amounts from the FY 2003-04 Capital Budget and actual expenditures for FY 2002-03, as reported in your FY 2004-05 capital budget submission.

F-9 Funded Project Status Report(Sorted by Project) – Same as the Funded Project Status Report (Sorted by Status) except sorted alphabetically by project.

F-10 Funded Project Function Report– Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

F-11 Funded Project Commission District / Community Council Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

F-12 Funded Project Strategic Area / Service Area Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

F-13 Funded Project Report (Donations) - Strategic Area – This is the same report as the Funded Project Report – Strategic Area, except it includes project donations.

F-14 Funded Project Sites – Shows all sites entered for each project.

F-15 Funded Project Expenditures – Shows all expenditures entered for each project.

F-16 Funded Project Revenues – Shows all revenues entered for each project.

UF-1 UnFunded Report Sorted by Priority - Strategic Area – All unfunded projects which will appear in your FY 2005-06 capital budget submission.

UF-2 FY Unfunded Future vs. Current Cost Comparison Report – Compares cost estimates in the FY 2004-05 Capital Budget with the cost estimates in your FY 2005-06 capital budget submission.

UF-3 UnFunded Project Status Report(Sorted by Priority) – Lists all unfunded projects, including deleted projects. It indicates the status for each project.

> **I** – Included Again – The project is included in the FY 2003-04 Capital Budget.
> **D** – The project will be excluded from your FY 2004-05 capital budget submission.
> **N** – An unfunded project not included in the FY 2003-04 Capital Budget.

UF-4 Unfunded Projects Priority Verification Report – Offers a quick report to verify priority and estimated costs for all unfunded projects.

UF-5 Recurring/Startup Costs Report - UnFunded Projects – Shows all recurring costs and startup costs associated with each funded project.

UF-6 UnFunded Project Exception Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

UF-7 UnFunded Project Status Report(Sorted by Project) – Same as the UnFunded Project Status Report(Sorted by Priority) except sorted alphabetically by project.

UF-8 UnFunded Project Strategic Area / Service Area Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

UF-9 UnFunded Project Commission District / Community Council Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

The **Unfunded Capital Project screen** has a number of options (buttons) to choose from. They are:

1. **Next Screen** – Takes you to page 2 of the Funded Project/COR Request screen.
2. **Previous Screen** – Takes you to page 1 of the Funded Project/COR Request screen.
3. **Print** – Prints the page in view.
4. **Add New Unfunded Project** – To add a new unfunded project.

SECTION VIII. – CAPITAL BUDGET OVERVIEW CHART

This chart has been discontinued in for the FY 2005-06 capital budget submissions.

SECTION IX. – NEED HELP?

If you need technical assistance, call Danny Alfonso at (305) 375-5143.   All other inquiries should be directed to your budget analyst at (305) 375-5143.